

Quotation Request //

US Government Publishing Office

MidAtlantic Region
infomidatlantic@gpo.gov
Washington DC 20401-0000

JACKET:718-576

Quotations are Due By:
(Eastern Time)11:00 AM on 02/28/2023

Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.

TITLE: Flyers, Post Cards and Appointment Cards for Recruiters

QUANTITY: 2350 printing for recruiters: 700 Flyers, 650 Postcards and 1,000 appointment cards. See below for breakdown.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote

(<https://contractorconnection.gpo.gov/OpenJobs.aspx>) Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported to the MidAtlantic GPO prior to bid opening time at 202.679.3838.

TRIM SIZE: Flyers: 8.5 x 11"

Postcards: 5.5 x 3.5"

Appointment Cards: 3.5 x 2"

SCHEDULE:

Furnished Material will be available for pickup by 02/28/2023

Deliver complete (to arrive at destination) by 03/13/2023

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

*** FULL PAGE FLYERS

Output 4/4, or 4/0 8.5 x 11" on 80# gloss text. CREATE BLEEDS if necessary. Shrink wrap appropriate to contents.

#1 250 copies Front: "Miller, Brett - Flyer - NGG My Guard Benefits" Back: "Miller, Brett - Flyer - NGG Path to Success"

#2 150 Copies Front: "Frishkorn, David - Flyer - NGG Pay for Your Degree" No printing on back.

*** FULL PAGE FLYERS (Pull Tab)

Output 4/0 8.5 x 11" on 80# gloss text. CREATE BLEEDS if necessary. Shrink wrap appropriate to contents.

#3 150 copies "Frishkorn, David - Flyer - Pull Tabs - Recruiter Photo" Cut or perforate 6 pull tabs. Shrink wrap with appropriate chipboard to protect pull tabs.

#4 150 copies "Miller, Brett - Flyer - Pull Tabs - Recruiter Photo" Cut or perforate 6 pull tabs. Shrink wrap

with appropriate chipboard to protect pull tabs.

***** POST CARDS (C2S)**

Output cards, 4/4, with bleeds (create bleeds) plus flood coat BOTH SIDES with gloss UV on 15 pt C1S.

#5 166 copies Front: "PC - 1 - HT - Seniors" Back: "Frishkorn, David - PC - Return Address" (printed on matte side of card, no flood coat.

In addition to printing the "return address" file, from the provided Excel spreadsheet, output one delivery address per card in the appropriate location on the card. Do not print an indicia or add postage.

#6 234 copies Front: "PC - 2 - HT - Juniors" Back: "Frishkorn, David - PC - Return Address"

In addition to printing the "return address" file, from the provided Excel spreadsheet, output one delivery address per card in the appropriate location on the card. Do not print an indicia or add postage.

#7 250 Copies Front: "Frishkorn, David - PC - Benefits of Belonging" Back: "Frishkorn, David - PC - ASVAB Card"

***** APPOINTMENT CARDS (C2S)**

Output cards, 4/4, with bleeds (create bleeds) plus flood coat BOTH SIDES with gloss UV on 15 pt C2S.

Uncommon artwork. Box appropriate to contents.

#8 500 copies Front: "Frishkorn, David - BC - F1 - HT - Tuxedo - Black" Back: "Frishkorn, David - BC - B2 - HT - General Info"

#9 500 copies Front: "Thompson, James - BC - F1 - HT - Tuxedo - Black" Back: "Thompson, James - BC - B2 - HT - General Info"

For all products:

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level 3 standards are maintained. Final output must be a minimum of 150 line screen and at a minimum resolution of 2400 x 2400 x 1 dpi or 600 x 600 x 8 bit depth technology. Digital device must have a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles.

MATERIAL FURNISHED: Contractor to receive. PDF's via We Transfer link.

Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator. Contractor must notify the Government as soon as necessary in order to comply with the shipping schedule.

In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
JCP Code* L72, Coated Two-Side Cover (C2S), for .Job #5 thru 9 Basis Weight 15 PT
JCP Code* A181, No. 1 Gloss-Coated Text, Basis Size 25 X 38" FOR FLYERS Job #1 thru 4 Basis Weight 80 lbs

COLOR OF INK:

4 color process (Digital OK)

PRINT PAGE: See Above

MARGINS:

PROOFS:

None

PACKING:

Pack to protect contents from damage in transit. Contractor is responsible for delivery of product in pristine condition. Any product damaged in transit must be replaced at no cost to the Government.

Suitable Pack Suitable per shipping container.

DISTRIBUTION:

Deliver Jobs #1 and #4 to:

South Carolina National Guard

ATTN: SGT Brett Miller

263 General Dozier Drive

Seneca, SC 29678

Deliver Job #2, 3, 5, 6, 7, and 8 to:

South Carolina National Guard

ATTN: SSG David Frishkorn

68 Hagood Ave.

Charleston, SC 29485

Deliver Job #9 to:

South Carolina National Guard

ATTN: SGT James Thompson

126 Museum Rd.

Rock Hill, SC 29732

Contractor must notify the ordering agency and GPO via e-mail sent to daniel.m.smoak.mil@army.mil AND david.j.swanson3.ctr@army.mil AND InfoCharleston@gpo.gov on the same day that the product ships. The subject line of this message shall be: Distribution Notice for Jacket 718-576. The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE

P-7. Type Quality and Uniformity

P-10. Process Color Match

SPECIFIED STANDARD

Electronic media

Electronic media

PREAWARD SURVEY: In order to determine the responsibility of the prime contractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

GPO Contract Terms (GPO Publication 310.2):

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/terms.pdf>.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing.

Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

To check on the status of a payment e mail to invoice-inquiry@gpo.gov

MODS: If any additional costs are incurred during the production of this job due to Government action (i.e.

Authors Alterations), contractor is **REQUIRED** to contact the Printing Specialist in writing for approval **BEFORE** proceeding.

Attachment(s): NONE